

TRANSMITTAL SLIP

10 November 1969

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TO:		
<div style="border: 1px solid black; width: 100px; height: 15px;"></div>		
ROOM NO.	BUILDING	
710	Magazine	
REMARKS:		
<p>Attached is a summary of Mr. Bannerman's views on his upcoming Program presentation to the DCI, scheduled for Friday, 5 December. Please prepare in outline form on 5x8 cards the recommended text. Chart preparation and revision is not necessary at this time. If you have suggestions for charts, simply sketch them out in pencil and let me have them in small format.</p>		
<div style="border: 1px solid black; width: 150px; height: 50px;"></div>		
FROM:		
Chief, DD/S Plans Staff		
ROOM NO.	BUILDING	EXTENSION
7 D 10	Hqs.	

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

(47)


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Called 12 Nov and asked that a copy be sent to D/SIPS Task Force and suggested that he look the to the Task Force for the SIPS portion of this. He agreed to send the copy, but which direction he will look for a response is fuzzy - probably he will look here.

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25X1 The first section of Mr. Bannerman's speech will contain management improvements and innovations demonstrating the positive broad-gauge and forward-thinking approach on Support matters. This section will include such subjects as the problem solving seminars, career planning, career development and Career Board matters. It should also include such things as the Take Stock Plan, the new Trends and Highlights Course and the impact of modern technology such as near real time readout and 



GROUP 1
Excluded from automatic

SIPS

Mr. Bannerman desires a few sentences on how a task group has been formed with comparative ease through combining the efforts of two Divisions in two separate Directorates under the ADD/S.

The presentation should be relatively brief and should include a statement of progress accompanied by a timetable. This should be accompanied by a relatively simple and new chart showing what we have in being and what we have which is about to go. A final preparation of graphics can be done after we have settled on the text and the format of the chart.



GROUP 1

SECRET

RECORDS MANAGEMENT

The presentation should contain an enumeration of the major records management problems and what we are doing about them.



25X1

GROUP 1
Excluded from automatic